

ORGANIZATION AND FUNCTIONS - OFFICE OF THE DEPUTY
DIRECTOR (SUPPORT)

OFFICE OF PERSONNEL

(2) FUNCTIONS

- (a) Develop and recommend policies, practices, procedures, and standards for governing personnel administration in the Agency, and perform review and evaluative functions connected therewith.
- (b) Advise and assist Heads of Career Services and Operating Officials on matters of personnel administration.
- (c) Conduct research and make statistical and analytical studies pertinent to Agency personnel management.
- (d) Provide a channel between the CIA Career Council and the several Career Services for the interchange of information, guidance, problems, and interpretations; review and evaluate the activities of individual Career Services to determine compliance with the intents and purposes of the Council and to make recommendations to the Council as indicated.
- (e) Provide secretariat services and administrative support to the CIA Career Council, the Personnel Development Board, the Supergrade Review Board, the Agency Retirement Board, and the Honor and Merit Awards Board.
- (f) Procure new personnel through a system of nationwide recruitment, including initial evaluation and eventual appointment.

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RSD:

Makes periodic statistical reports to Heads of Career Services and Operating Officials to assist them in planning, directing, and controlling personnel management activities.

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POD:

A Special Assistant to C/POD for Career Management provides staff support to D/Pers in preparation of employee biographic data for discussion at meetings of the committee.

POD:

Field Recruitment Branch: As indicated by staffing pattern, conducts all field recruitment (both professional and clerical) in response to requirements levied on the Office of Personnel by the operating components of the DDI, DDS, DDP.

Departmental Recruitment Branch: Interviews and screens walk-in candidates in the Washington area.

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ORGANIZATION AND FUNCTIONS (Cont'd)

- (g) Make all initial assignments of personnel and reassignments that may require central assistance, coordination, and control; and operate a system for holding new personnel for eventual assignment.

POD:

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Career Services Support Branch: Responsible for direct, close liaison with the various Career Service elements of the DDI and the DDC for the purposes of supporting them in transmittal of their recruitment requests to the Field Recruitment Branch and screening and initial selection of the new professional appointees as well as providing assistance and guidance in the rotation, development, and utilization of "on-board" personnel. Certain members of this staff are delegated the authority to administer the Oath of Office to new professional appointees and handle the responsibilities of induction process. Personnel representatives of this component are delegated authority from D/Pers to approve requests for personnel actions (appointments, reassignments, and promotions) up to grade GS-14 level.

Clerical Assignment Branch: Responsible for the processing and entrance on duty (including administration of the Oath of Office), as well as selection of initial assignment of clerical employees within the Agency at large. In addition, this Branch administers and supervises the clerical pool (a holding area for provisionally cleared clerical employees) which range in size from 50 to 350 individuals, depending on the season of the year. This Branch also administers the Agency Summer Employee Program.

- (h) Advise and assist supervisors, Heads of Career Services, and other Agency officials with regard to the handling of formal disciplinary actions; review and make recommendations when involuntary separations are contemplated; and process all separation actions.

ORGANIZATION AND FUNCTIONS(Cont'd)

- (i) Authenticate official personnel action documents and maintain official records and a reporting service pertinent to the personnel activity of the Agency.
- (j) Provide liaison with the Department of Defense, Obtain the assignment of necessary military personnel, provide administrative support to such persons while on detail to the Agency, monitor the reserve activities and training of Agency civilians affiliated with the reserve programs of the armed services, and provide guidance and assistance in support of Agency personnel mobilization planning.
- (k) Maintain liaison with the Civil Service Commission and other agencies to facilitate Agency participation in appropriate external personnel programs and activities provided for Federal employees.
- (l) Provide position evaluation, wage administration, and comprehensive position standards.

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RSD: Makes periodic statistical reports to the Heads of Career Services and Operating Officials to assist them in planning, directing, and controlling personnel management programs.

RSD: SRD furnishes a quarterly list of All Agency reservists to MMPD.

SWD: This activity involves the orderly grouping of positions by title, occupational code, and level of responsibility and complexity. It includes the following:

- (1) Position Audits
- (2) Preparation of position descriptions.
- (3) Comparison with existing positions.
- (4) Comparison with other Government positions and Civil Service Commission standards, where appropriate.
- (5) Conduct of surveys (headquarters and field) covering positions in individual components or Agency-wide.
- (6) Determination of grade, code and level.
- (7) For supergrade positions, recommend action to Supergrade Review Board.

ORGANIZATION AND FUNCTIONS (CONT'D)

- (m) Prepare individual contracts when personal services are obtained through contractual relationships, and execute contractual agreements for the covert support of operations.
- (n) Establish special monetary allowances and differentials for overseas personnel as required.
- (o) Administer the Agency Suggestion Awards Program.
- (p) Administer the Agency overseas medical benefits program and exercise the authorities provided the Agency by the Missing Persons Act, as amended.
- (q) Provide additional services of common concern, including: a processing service, in cooperation with other support components, to assist personnel performing official travel; insurance programs for Agency personnel; a counseling service extending to assistance in out-placement, retirement, and other personnel matters; and supervision and guidance to the Agency Credit Union.

BSD:

Counseling: At the present time, overall responsibility for employee counseling is assigned to BCB but in practice it is conducted in many places throughout the Agency. Within the Office of Personnel PCD counsels on retirement and outplacement. The Office of Security ~~communicates~~ provides counseling service as does the IG. Out-Placement: This office provides assistance to separatees from Agency employment in finding employment in other governmental agencies or private industry.

POD:

RSD:

Central Processing Branch is the central distribution point for Agency travel orders. Upon receipt of a travel order the traveler is advised by telephone of the assistance available and invited to avail himself of the service. Assistance involves salary, allowances, per diem, insurance, reservations, tickets, baggage, household effects, automobiles, passports, cover orders, visas, identity cards, etc.

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